



<b>Job Title</b>	Director, Operations and Adult Education Initiatives	<b>Job Code</b>	AA0514
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	20
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Continuing Education

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Continuing Education Professionals** design, promote, administer, and support programs that foster ongoing adult learning and educational competencies. Researches and assesses educational needs and interests for targeted audiences. May also deliver content, programs, materials, technology, and learning approaches accordingly.

**Job Summary**

Provides the infrastructure and support to achieve the mission of organizational and operational excellence. Ensures resources are appropriately allocated to support programs. Works collaboratively with internal university departments and external institutions and identifies and capitalizes on opportunities to increase the numbers of adult learners enrolling in UCF's programs. Develops and implements strategies and objectives that align with the university's Collective Impact model.

**Representative Duties**

1.
  - Provides oversight and direction for the planning, organization and leadership of Continuing Education fiscal, physical, plant, and program support
  - Establishes goals, objectives, policies, procedures and action plans that are consistent with unit, division, and university strategic plans and support institutional effectiveness goals
  - Establishes and monitors direct reports performance and development goals, set objectives, establish priorities, conduct frequent coaching and annual performance appraisals
  - Provides oversight of logistical and marketing functions which include lead generation and after sale client support for corporate and customized products as well as open enrollment education programs
  - Assists the Executive Director with leading an annual operational planning process to include creation of an annual report and an organizational business plan
2.
  - Collaborates with UCF academic colleges and administrative units to determine resource availability for degree - seeking and non-degree seeking students with an emphasis on adults who have a desire to enhance their skills set through professional development credit and non-credit offerings
  - Build and maintain relationships with university faculty to ensure that programs and partnerships run smoothly
  - Create and implement a program to re-engage stop out students by utilizing unit assets to help increase degrees awarded and graduation rates at the university
  - Collaborates with organizations to lead and drive a vertical academic strategy for internal, external, and potential partners
  - Serves as primary contact for educational and business partners both internal and external to UCF
  - Work closely with central Florida businesses and organizations, to assess their higher education needs and writes proposals to meet those needs with custom or existing credit programs
3.
  - Seeks opportunities through FCAN and LCAN to expand and develop educational partnerships with an emphasis on increasing state-wide baccalaureate completion

- Identifies synergies for increased opportunities and efficiencies between UCF Global, UCF Continuing Education, and Regional Connect Centers,
- Explores and evaluates UCF Global's current platforms for broader application and potential integration with Continuing Education credit and non-credit programs
- Cultivates relationships with potential partners to increase enrollment in the English Language Institute (ELI) and develop pathways to increase enrollment in the Intensive English Program Undergraduate Track
- Provides guidance and consultative support to internal and external stakeholders on Special Tuition program development and continuance
- Assists UCF Connect Leadership with establishing the creation, development, and deployment of consultant services unit for UCF

**Education, Experience, Skill Requirements**

	Required	Preferred
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

**Physical/Environmental Demands**

Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**